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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



THOMAS D. WATKINS, JR.  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**FISCAL YEAR 2005  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMO #2**

**TO:** Child and Adult Care Food Program Institutions

**FROM:** Mary Ann Chartrand  
Grants Coordination and School Support

**DATE:** October 12, 2004

**SUBJECT:** **FY 2005 Child and Adult Care Food Program Orientations**

Training regarding the Child and Adult Care Food Program (CACFP) will be offered at 8 locations on various dates during the fiscal year. The Program Orientation will focus on the record keeping requirements of the program.

The Child and Adult Care Food Program Orientation is designed for:

- New CACFP Sponsors
- New staff of participating institutions responsible for record keeping
- Staff of current participating institutions desiring a program "refresher"

In some cases, we will recommend that personnel who are responsible for ensuring program compliance attend a session as part of corrective action to an administrative review.

Attached is a copy of the training agenda. Topics that will be addressed include: income eligibility forms, monitoring, meal attendance, allowable costs and claim preparation, and menus.

Also attached is more information on the dates and locations of the sessions. The sessions will begin promptly at 9:00 a.m. and end at 3:00 p.m. Lunch is on your own. Complete and fax the attached registration form to confirm participation, as attendance is limited. **Please note that each session has a final submission date for registration.** Maps for each location are attached. There is no charge to attend a CACFP Orientation session. **Keep a copy of the registration form, as confirmation notices will not be sent.**

If you have any questions, please contact the Child and Adult Care Food Program at (517) 373-7391.

Enclosures (12)

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MICHIGAN DEPARTMENT OF EDUCATION  
CHILD AND ADULT CARE FOOD PROGRAM

**2005 Orientation Registration Form**

Check the Orientation date and session you plan to attend: (*Check only one*)

- ☐ November 9, 2004      Kent Intermediate School District, Grand Rapids
- ☐ February 3, 2005      Wayne RESA, Wayne
- ☐ March 9, 2005      Kalamazoo RESA, Kalamazoo
- ☐ April 12, 2005      Traverse Bay Area ISD, Traverse City
- ☐ May 17, 2005      Washtenaw ISD, Ann Arbor
- ☐ August 2, 2005      Wayne RESA, Wayne
- ☐ September 13, 2005      Genesee ISD, Flint
- ☐ September 29, 2005      Baker Olin-West, Lansing

**PLEASE FAX to: (517) 373 - 4022**

Institution: \_\_\_\_\_

Agreement # \_\_\_\_\_ Telephone #: \_\_\_\_\_

Name(s), Title(s), & email of those attending:

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**Return this as soon as possible for the date you wish to attend. You will not receive a confirmation. If you have any questions you may contact Connie Kraft at (517) 335-2403.**

Department of Education, Child and Adult Care Food Program  
P.O. Box 30008, 608 W. Allegan  
Lansing Michigan 48909

## Child and Adult Care Food Program

### Fiscal Year 2005 Child and Adult Care Food Program Orientation Schedule

<b>Date</b>	<b>Final Registration Date</b>	<b>Time</b>	<b>Location</b>	<b>Capacity</b>	<b>Address</b>
November 9, 2004	ASAP	9:00 am to 3:00 pm	Kent ISD Rouge Room	Limit: 40 Persons	2930 Knapp N.E. Grand Rapids 49505
February 3, 2005	January 3, 2005	9:00 am to 3:00 pm	Wayne RESA Rooms 2 & 3 Annex	Limit: 60 Persons	5454 Venoy Road Wayne 48184-2532
March 9, 2005	February 9, 2005	9:00 am to 3:00 pm	Kalamazoo RESA	Limit: 50 Persons	1819 E. Milham Road Kalamazoo 49001
April 12, 2005	March 11, 2005	9:00 am to 3:00 pm	Traverse Bay Area ISD Confe Rm A	Limit: 20 Persons	1101 Red Drive Traverse City 49696
May 17, 2005	April 18, 2005	9:00 am to 3:00 pm	Washtenaw ISD Vogel A	Limit: 50 Persons	7819 S Wagner Rd Ann Arbor 48105
August 2, 2005	July 1, 2005	9:00 am to 3:00 pm	Wayne RESA Rooms 2 & 3 Annex	Limit: 60 Persons	5454 Venoy Road Wayne 48184-2532
September 13, 2005	August 12, 2005	9:00 am to 3:00 pm	Genesee ISD Room AB Flint	Limit: 45 Persons	2413 W. Maple Avenue Flint 48507
September 29, 2005	August 29, 2005	9:00 am to 3:00 pm	Baker Olin West Rooms B & C	Limit: 50 Persons	3423 N. Martin Luther King Lansing 48910

**Child and Adult Care Food Program  
Michigan Department of Education  
Lansing, Michigan**

**Fiscal Year 2005**

**Agenda**

**Introductions/CACFP Updates**

**Annual Record Keeping Requirements**

- Application/MAIN/MEIS
- Income Eligibility Statements
- Civil Rights/Ethnic Data
- Staff Training
- Site Monitoring (Multi-sites only)
- Procurement/Buying Procedures (comparison shopping)

**Daily Record Keeping Requirements**

- Menus (Child and Infant)
- Meal Attendance
- Center Attendance

**Monthly Record Keeping Requirements**

- Reimbursement Claim
- Reimbursement Computation
- Status Report
- Claim Amendment
- State of Michigan Check
- Title XX Requirement (for-profit centers only)

**Other Records**

- Documentation of Enrollment
- CACFP Operational Memos
- Child Day Care License
- Reviews and Audits
- Blank Forms

**CACFP Resources**